

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
NO. 1288PAGE  
NO. 1 of 1

## RECORDS RETENTION AND DISPOSAL SCHEDULE

## PUBLIC SERVICE COMMISSION - ADMIN. DIVISION - SUPPLY &amp; PROCUREMENT

AGENCY		DIVISION
Item No.	Description	Retention
	<u>Supersedes Schedule 979-1, items 1-18 Page 7 of 7</u>	
1.	Inventory Cards - all inventory supplies, assets, automobiles and equipment.	Retain until no long on inventory, then destroy.
2.	Excess Property Declaration.	Retain in office 3 yrs., then destroy.
3.	Reports of Missing or Stolen items.	Retain 3 yrs., then destroy.
4.	Reports of Traded Items.	Retain 3 yrs., then destroy.
5.	Reports of Sold items.	Retain 3 yrs., then destroy.
6.	Reports of Capital Assets.	Retain 3 yrs., then destroy.
7.	Reports of Contract Purchases.	Retain 3 yrs., then destroy.
8.	Reports of Scheduled Purchases.	Retain 3 yrs., then destroy.
9.	Reports of Warehouse Purchases.	Retain 3 yrs., then destroy.
10.	Reports of Small Purchase Quarterly Rep.	Retain 3 yrs., then destroy.
11.	Minority Reports.	Retain 3 yrs., then destroy.
12.	Competitive Bidding.	Retain 3 yrs., then destroy.
13.	Stationary and Supply Purchases.	Retain 3 yrs., then destroy.
14.	Fixed Asset Purchases.	Retain 3 yrs., then destroy.
15.	Bills of Ladings (packing slips)	Retain 3 yrs., then destroy.
16.	Service Contracts.	Retain 3 yrs., then destroy.
17.	Divisions Requisitions.	Retain 3 yrs., then destroy.
18.	Reports of Transfer Items	Retain 3 yrs., then destroy.

Schedule Approved by Department,  
Agency, or Division RepresentativeSchedule Authorized by  
Hall of Records Commission2/14/91  
DateExec. Sec.  
SignatureR. E. Hawkins  
Title6/28/91  
DateEdward L. V.  
State Archivist